



DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT (DUSWM)

FREDERICK COUNTY, MARYLAND

Office of Accounting and Finance Support
4520 Metropolitan Court, Frederick, MD 21704
Phone: 301-600-2354 or 3476 Fax: 301-600-2998

PROPERTY TRANSFER REQUEST

Date of Request: _____ Company Name: _____
Phone: _____ Fax Number: _____ Name of Contact: _____
Subdivision Name: _____ Lot #: _____ Tax ID#: _____
Premise Address: _____ City: _____ Zip Code: _____
Seller's Name: _____ Buyer's Name: _____
First MI Last First MI Last
Seller's Name: _____ Buyer's Name: _____
First MI Last First MI Last
Seller's Forwarding Address: _____ Buyer's Billing Address AFTER Settlement: _____

Transfer Date: _____

ALL FIELDS IN THIS SECTION MUST BE COMPLETED IN FULL for this request to be processed

PROPERTY SERVED BY DUSWM – DUSWM Stamp Required to Record Deed

ESTIMATED ESCROW AMOUNT: \$ _____ This is an ESTIMATED amount based on the historical consumption data of this account. The actual final bill amount may be higher or lower depending on the actual consumption for the final billing period. This amount does not consider high consumption that may be due to leaks. **Do not remit check for the estimated escrow amount. The ACTUAL FINAL bill will be faxed _____.** Detailed instructions can be found at our web page www.co.frederick.md.us/index.asp?nid=1282 in the Service Billing/Final Read Procedures section.

The deed cannot be presented for recordation until the actual final bill has been paid, DUSWM receives a copy of the deed, and stamps the recordation paperwork.

DUSWM provides the following service for this account:

- _____ Water & Sewer service
_____ Water service only - sewer service may be provided by another municipality, private sewer company, or private septic system.
_____ Sewer service only - water service may be provided by another municipality, private water company, or private well.

Seller Account #: 72-999- _____

Buyer Account #: 72-999- _____

Escrow Faxed: _____

TFN #: _____

Date: _____ Time: _____ Initials: _____

TFN Date: _____

Property NOT served by DUSWM – DEED RECORDATION RECEIPT:

This document must be presented at the Frederick County Treasurer's Office to record deed.

Date: _____ Approved by: _____

Property may be served by another municipality, private company or have a private well and/or septic system.

Faxed Date: _____ Time: _____ Initials: _____